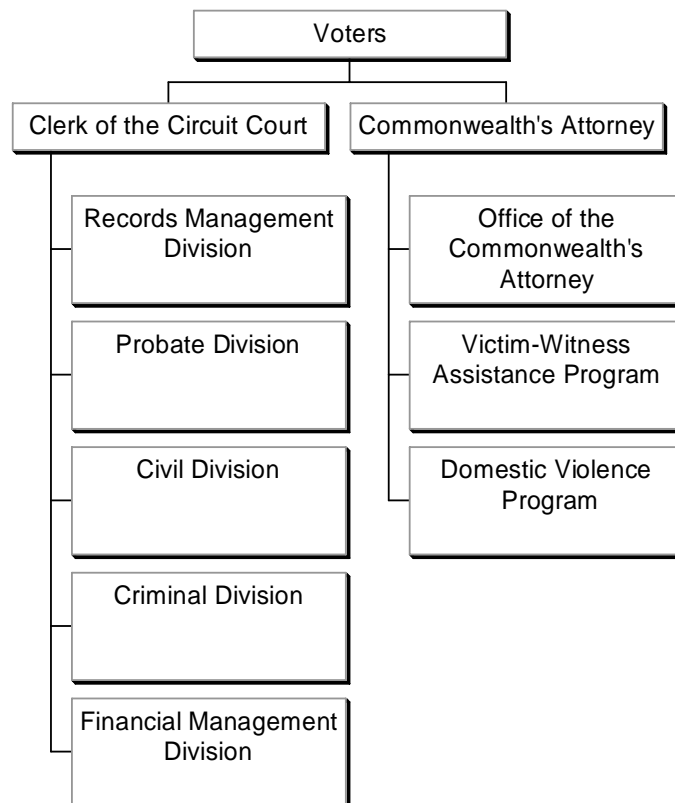


Clerk of the Circuit Court & Commonwealth's Attorney's Office



Clerk of the Circuit Court

The Clerk of Circuit Court is the custodian of all permanent records for the citizens of York County and the City of Poquoson. The following divisions accomplish these tasks:

- **Records Management Division** - Assigns document numbers for land records, judgments, financing statements; collects fees and taxes; creates indexes and scans all documents for permanent record; makes copies of permanent records requested by public; issues marriage licenses; files all documents.
- **Probate Division** - Files wills; collects probate tax and clerk's fee; issues certificates of qualification for executors, administrators, trustees, guardians, and conservators authorizing them to manage estates.
- **Civil Division** - Files civil cases (lawsuits, divorces, adoptions, name change petitions, etc.); prepares papers for service; issues subpoenas and concealed handgun permits; processes court orders; docket judgments; submits monthly reports to the Bureau of Vital Statistics.
- **Criminal Division** - Prepares docket and case files for felonies and misdemeanor appeals; assists judge in courtroom for criminal cases; prepares criminal orders; processes criminal orders and distributes them to appropriate agencies; enters fines and costs data into financial system; submits monthly statistical reports to Supreme Court of Virginia; prepares master jury list for each term of court, maintains grand jury list and prepares grand jury orders.
- **Financial Management Division** - Orders supplies; generates payments or payment requests for supplies, court appointed attorneys, juries, witnesses, court reporters, psychologists; balances financial accounts and reconciles bank accounts; collects fines and costs; deposits and disburses trust funds or escrowed funds as directed by court; prepares financial reports required by State.

Commonwealth's Attorney's Office

The Commonwealth's Attorney's Office is responsible for prosecuting all felonies, misdemeanor appeals and certain misdemeanors and criminal forfeiture cases originating in York County and the City of Poquoson. The Commonwealth's Attorney also advises law enforcement personnel regarding criminal law and procedure; renders advisory opinions to local officials regarding conflicts of interest, and responds to citizen's inquiries regarding State law, local ordinances and the criminal justice system. The Commonwealth's Attorney's Office provides a specially trained prosecutor with extensive expertise to handle cases involving juvenile defendants and supervises two separately funded programs which provide designated services to victims and witnesses of crime and victims of intimate partner violence and other sexual assault:

- **Victim-Witness Assistance Program** - assists crime victims and prosecution witnesses to understand and participate fully with the criminal justice system and with collection of compensation for financial losses which result from criminal offenses; and
- **Domestic Violence Program** - primarily responsible for the prosecution of domestic violence, rape and other sexual assault, and stalking offenses committed against adult women.

Clerk of the Circuit Court Commonwealth's Attorney's Office

	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Original Budget	FY2006 Estimated Budget	FY2007 Adopted Budget	% Change Original 2006 / Adopted 2007
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Expenditure by Activity:

Clerk of the Court	572,253	675,238	763,387	829,410	836,266	872,774	5.23%
Commonwealth's Attorney	660,272	705,024	764,909	818,199	818,391	883,903	8.03%
Victim-Witness	106,716	113,804	116,388	131,383	131,383	165,316	25.83%
Domestic Violence	32,298	37,838	44,822	47,682	47,682	51,776	8.59%
Total Expenditures	1,371,539	1,531,904	1,689,506	1,826,674	1,833,722	1,973,769	8.05%

Expenditure By Category:

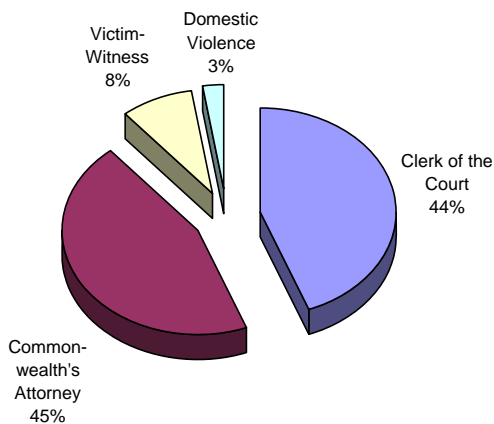
Personnel Services	1,283,265	1,391,777	1,547,103	1,675,454	1,675,454	1,841,599	9.92%
Contractual Services	38,012	20,002	29,954	61,200	61,200	56,625	-7.48%
Internal Services	2,761	3,402	3,014	2,800	2,800	100	-96.43%
Other Charges	22,643	27,115	28,325	32,845	32,845	35,605	8.40%
Materials & Supplies	19,408	23,928	18,713	22,975	23,636	26,190	13.99%
Capital Outlay	5,450	64,971	61,848	31,400	37,595	13,650	-56.53%
Grant Activity	-	709	549	-	192	-	0.00%
Total Expenditures	1,371,539	1,531,904	1,689,506	1,826,674	1,833,722	1,973,769	8.05%

% of Total FY2007
Funding Sources

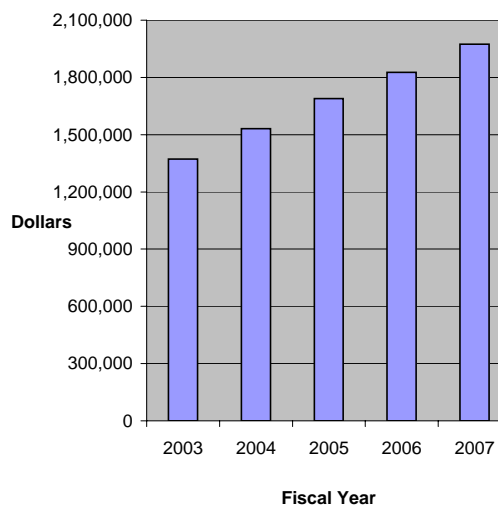
Funding Sources:

Local/State Non-Categorical	151,118	187,410	361,837	372,157	360,107	670,259	33.96%
Charges for Services	372,362	422,167	366,108	422,145	422,145	368,075	18.65%
State/Fed Grants	108,472	122,608	121,360	127,939	128,131	105,855	5.36%
State Comp Board	739,587	799,719	840,201	904,433	923,339	829,580	42.03%
Total Funding Sources	1,371,539	1,531,904	1,689,506	1,826,674	1,833,722	1,973,769	100.00%

Adopted Budget - FY2007



Expenditure Summary - FY2007



Clerk of the Circuit Court

Mission:

To provide excellent services to the general public in an accurate, courteous, timely, and professional manner, in accordance with the laws and Constitution of the Commonwealth of Virginia.

Goals:

- Enhance records by converting manual indices to computer indices and scan the corresponding documents so they will be accessible by computer.
- Back-scan deed books and create computerized index for plats.
- Physical reorganization of office for more efficient workflow so that each division is unified and clearly recognizable.

Implementation Strategies for FY2007:

- Reorganize tasks of current employees to accomplish conversion of manual indices to computer indices and back-scanning of documents.
- Upon completion of back-scanning deeds, remove more deed book storage desks from record room, move all Records Management employees into record room, and move cash registers into record room to streamline the recording process.
- Rearrange workstations in main office into the remaining four divisions: Probate, Civil, Criminal, and Financial Management.

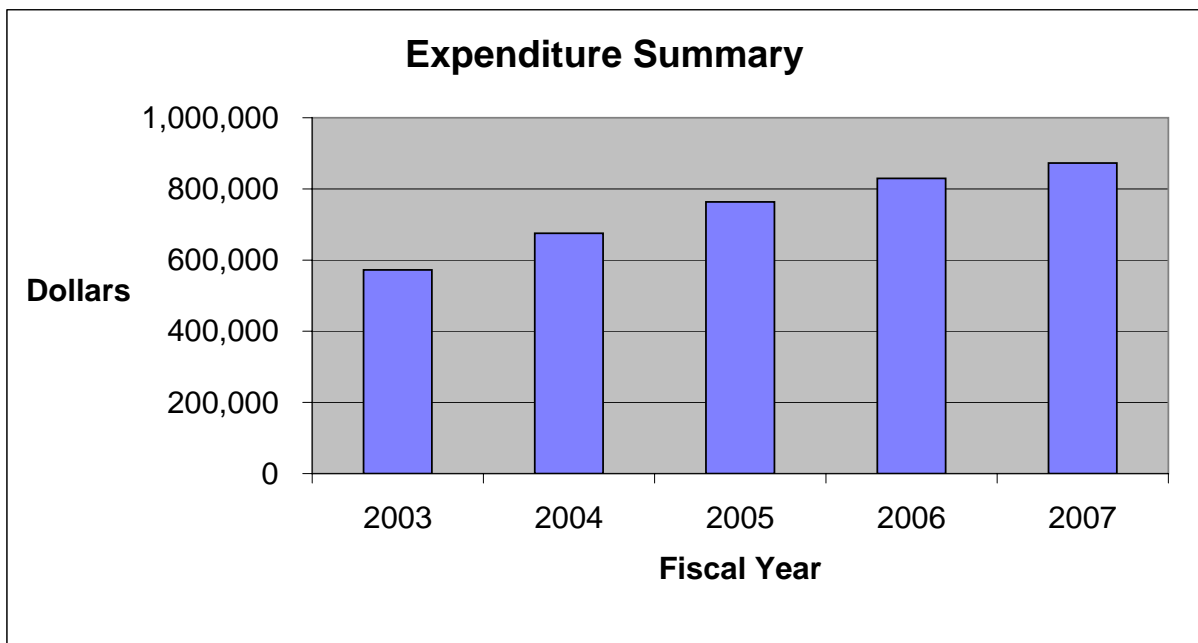
Budget Issues:

- In FY2003, contractual services funding was provided for the conversion of records from imaging to microfilm for the state archives. Due to state mid-year budget reductions, the Commonwealth Attorney proposed changes in the County code relative to various traffic offenses. These additional revenues will offset part of the reductions for the Commonwealth Attorney, Sheriff and Clerk.
- In FY2004, there was a reduction in funding for personnel as a result of the continued "cutbacks" in state funds.
- In FY2005, funding was increased for the routine replacement of computers.
- In FY2006, funding was for the replacement of the webserver and switch. These expenditures will be offset with State Technology funding.
- For FY2007, funding reflects shifting funds from central store to office supplies for the purchase of paper.

General Fund Expenditures	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Original Budget	FY2006 Estimated Budget	FY2007 Adopted Budget
20214 Clerk of the Circuit Court						
Personnel Services	510,557	576,185	664,897	719,560	719,560	784,574
Contractual Services	34,569	15,994	26,308	57,950	57,950	53,250
Internal Services	1,918	2,781	2,220	2,000	2,000	50
Other Charges	9,137	7,700	8,892	11,150	11,150	11,600
Materials & Supplies	12,263	16,011	13,307	12,650	13,311	17,300
Capital Outlay	<u>3,809</u>	<u>56,567</u>	<u>47,763</u>	<u>26,100</u>	<u>32,295</u>	<u>6,000</u>
Activity Total	<u>572,253</u>	<u>675,238</u>	<u>763,387</u>	<u>829,410</u>	<u>836,266</u>	<u>872,774</u>
Percentage Change	3.23%	18.00%	13.05%	8.65%	N/A	5.23%

FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	7.00	8.00	8.00	8.00	8.00	8.00
Admin/Clerical	<u>4.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>
Total	<u>12.00</u>	<u>14.00</u>	<u>14.00</u>	<u>14.00</u>	<u>14.00</u>	<u>14.00</u>



Commonwealth's Attorney

Mission:

The Commonwealth's Attorney prosecutes all felonies, all misdemeanor appeals and certain misdemeanors and criminal forfeitures originating in York County and the City of Poquoson. The Commonwealth's Attorney advises law enforcement personnel regarding criminal law and procedure; renders advisory opinions to local officials regarding conflicts of interest; and responds to citizen's inquiries regarding state law, local ordinances and the criminal justice system.

Goals:

- Prosecute criminal cases vigorously, successfully and efficiently.
- Ensure that crime victims are treated with sensitivity and professionalism by the criminal justice system.
- Provide effective assistance and guidance to law enforcement personnel.
- Enforce forfeitures of property used in criminal endeavors whenever possible.
- Provide prompt and accurate responses to citizen inquiries.

Implementation Strategies for FY2007:

- Enhance services to crime victims through the addition of an Attorney I position and/or full-time designated domestic violence prosecutor.
- Continue "in-house" training to meet Sheriffs' Department's requirements.
- Maintain professional excellence by providing competitive compensation.

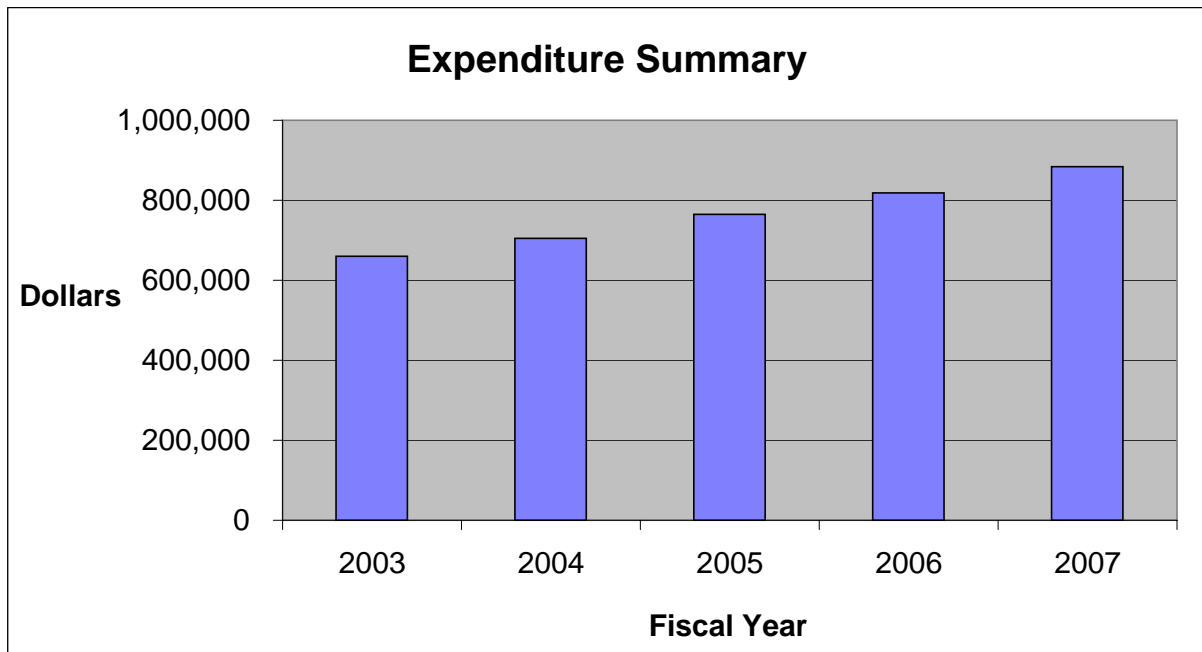
Budget Issues:

- In FY2003, capital outlay funding was provided to replace a file server. Due to state mid-year budget reductions, this equipment and other needed equipment was not purchased. The Commonwealth Attorney proposed changes in the County code to allow prosecution of various traffic offenses under County ordinances, resulting in additional revenue to the County. These additional revenues have more than offset prior reductions.
- In FY2004, funding was again reduced due to state budget reductions, further delaying the purchase of computer equipment, reducing funding for interns and other much-needed expenses.
- In FY2005, increases reflected the routine replacement of computers and the replacement of a network file server.
- In FY2006, there were no significant changes.
- For FY2007, funding reflects an upgrade of the current part-time Assistant Commonwealth Attorney I position to full-time, subject to funding from the State Compensation Board. Funding also reflects shifting funds from central store to office supplies for the purchase of paper.

General Fund Expenditures	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Original Budget	FY2006 Estimated Budget	FY2007 Adopted Budget
20221 Commonwealth's Attorney						
Personnel Services	644,744	678,180	729,866	786,869	786,869	852,813
Contractual Services	2,899	3,337	2,581	2,700	2,700	2,900
Internal Services	843	500	794	800	800	50
Other Charges	7,350	12,469	13,664	13,740	13,740	15,440
Materials & Supplies	4,436	4,128	3,664	8,790	8,790	6,550
Capital Outlay	-	6,410	13,791	5,300	5,300	6,150
Grant Activity	-	-	549	-	192	-
Activity Total	<u>660,272</u>	<u>705,024</u>	<u>764,909</u>	<u>818,199</u>	<u>818,391</u>	<u>883,903</u>
Percentage Change	2.73%	6.78%	8.49%	6.97%	N/A	8.03%

FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	4.50	4.50	4.50	4.50	4.50	5.00
Admin/Clerical	4.50	4.50	4.50	4.50	4.50	4.50
Total	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>	<u>10.50</u>



Victim-Witness Assistance Program

Mission:

The Victim-Witness Assistance Program intends to promote sensitive treatment of and provide direct services to victims of crime.

Goals:

- Respond to the emotional and physical needs of crime victims.
- Assist victims of crime in stabilizing their lives after victimization.
- Assist victims to understand and participate in the criminal justice system.
- Provide victims with information and referral for services.
- Inform victims and witnesses of their rights pursuant to victims' rights legislation and Virginia's Crime Victim and Witness Rights Act.

Implementation Strategies for FY2007:

- Staff will seek greater volunteer recruitment to assist with special projects and help provide more comprehensive services to an increased number of victims and witnesses.
- The program will assist victims of spousal abuse, stalking, and bodily injury who seek civil protective orders by providing Court accompaniment and referrals to community agencies.
- Program personnel will enhance community awareness of the program through public service announcements and other community activities, especially during Victims' Rights Week, Child Abuse Prevention Month, and Domestic Violence and Sexual Assault Awareness month.
- Staff will continue to pursue new projects and collaborative efforts with allied professionals.

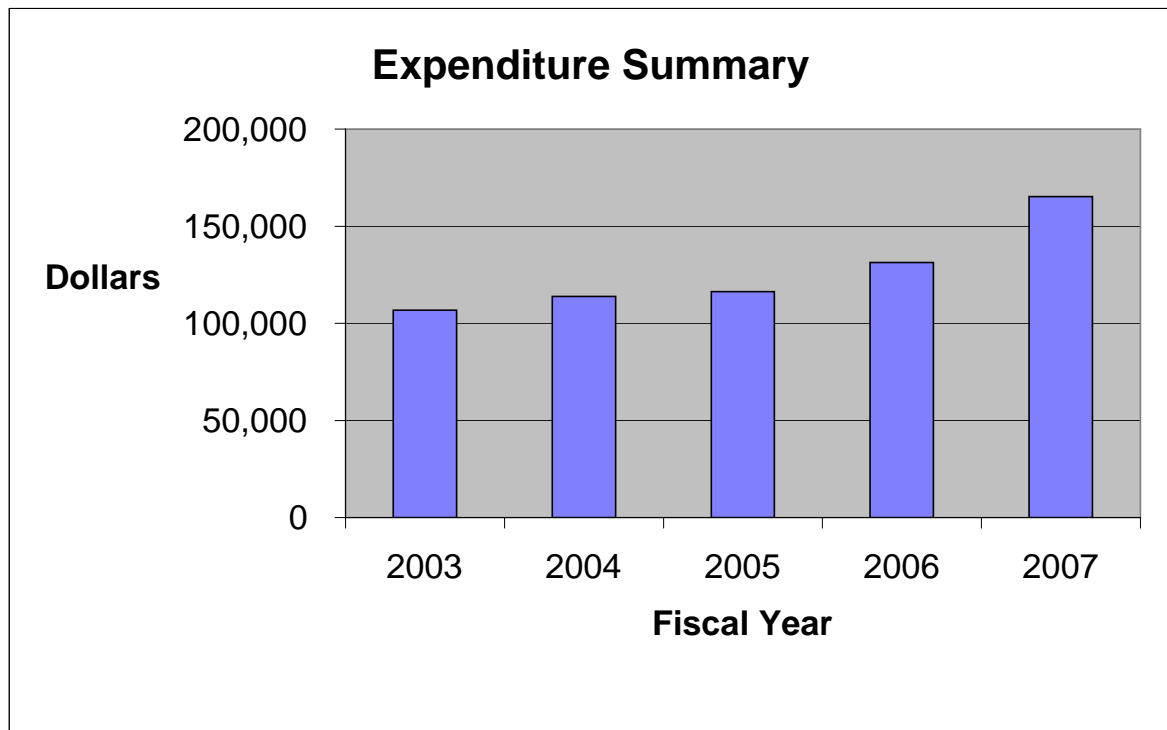
Budget Issues:

- In FY2003, funding was provided for an additional part-time employee, replacing the need for work-as-required money.
- In FY2004, the decrease in personnel costs was due to turnover in staff.
- In FY2005, increases reflected the routine replacement of computers.
- In FY2006, there were no significant changes.
- For FY2007, funding reflects an upgrade of the current part-time Victim-Witness Assistant position to full-time. Funding is also for the routine replacement of one computer.

General Fund Expenditures	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Original Budget	FY2006 Estimated Budget	FY2007 Adopted Budget
20222						
Victim-Witness Assistance Program						
Personnel Services	97,466	100,573	108,706	123,618	123,618	154,431
Contractual Services	544	671	1,065	550	550	475
Internal Services	-	121	-	-	-	-
Other Charges	4,525	6,025	4,993	6,165	6,165	6,770
Materials & Supplies	2,540	3,711	1,624	1,050	1,050	2,140
Capital Outlay	1,641	1,994	-	-	-	1,500
Grant Activity	-	709	-	-	-	-
Activity Total	<u>106,716</u>	<u>113,804</u>	<u>116,388</u>	<u>131,383</u>	<u>131,383</u>	<u>165,316</u>
Percentage Change	-0.10%	6.64%	2.27%	12.88%	N/A	25.83%

FTE's

Professional/Technical	<u>2.50</u>	<u>2.50</u>	<u>2.50</u>	<u>2.50</u>	<u>2.50</u>	<u>3.00</u>
Total	<u>2.50</u>	<u>2.50</u>	<u>2.50</u>	<u>2.50</u>	<u>2.50</u>	<u>3.00</u>



Domestic Violence Program

Mission:

The Domestic Violence Grant strengthens prosecution strategies, thereby increasing the number of persons prosecuted for crimes against women, and increasing the number of victims receiving services.

Goals:

- To prosecute all cases of domestic violence, sexual assault, and stalking involving 150 women during the grant period.
- To coordinate cooperative efforts among law enforcement, prosecutor, victim assistance programs and victim advocacy groups to better meet the needs of women as victims.
- To maintain case records to include statistics on victims to validate impact of an additional prosecutor on the Court system and on the women being served.

Implementation Strategies for FY2007:

- To analyze data at the end of each quarter to determine impact of V-STOP prosecutor and to determine trends in the caseload.
- Victim Assistance Program will assist prosecutor with victims of domestic violence, sexual assault, and stalking.

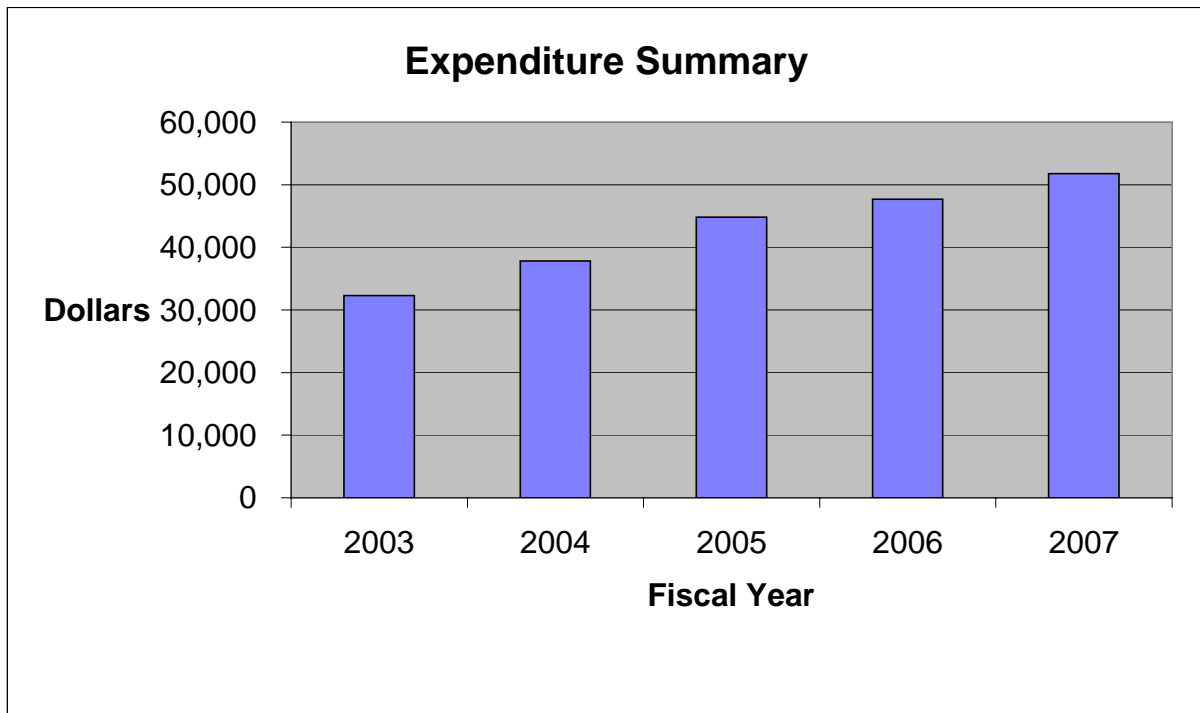
Budget Issues:

- In FY2003, grant funding decreased resulting in a reduction of hours for the part-time Administrative Assistant position.
- In FY2004, grant funding increased for this program resulting in increasing the hours of the part-time Administrative Assistant position.
- In FY2005, funding was provided to convert the Prosecutor position from work-as-required to permanent part-time.
- In FY2006, the increase in personnel reflected the partial shifting of an administrative position from the Commonwealth Attorney's budget to the Domestic Violence Program budget to more appropriately align the budget with the duties performed by this employee.
- For FY2007, there are no significant changes.

General Fund Expenditures	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Original Budget	FY2006 Estimated Budget	FY2007 Adopted Budget
20223 Domestic Violence Program						
Personnel Services	30,498	36,839	43,634	45,407	45,407	49,781
Other Charges	1,631	921	776	1,790	1,790	1,795
Materials & Supplies	169	78	118	485	485	200
Capital Outlay	-	-	294	-	-	-
Activity Total	<u>32,298</u>	<u>37,838</u>	<u>44,822</u>	<u>47,682</u>	<u>47,682</u>	<u>51,776</u>
Percentage Change	-18.96%	17.15%	18.46%	6.38%	N/A	8.59%

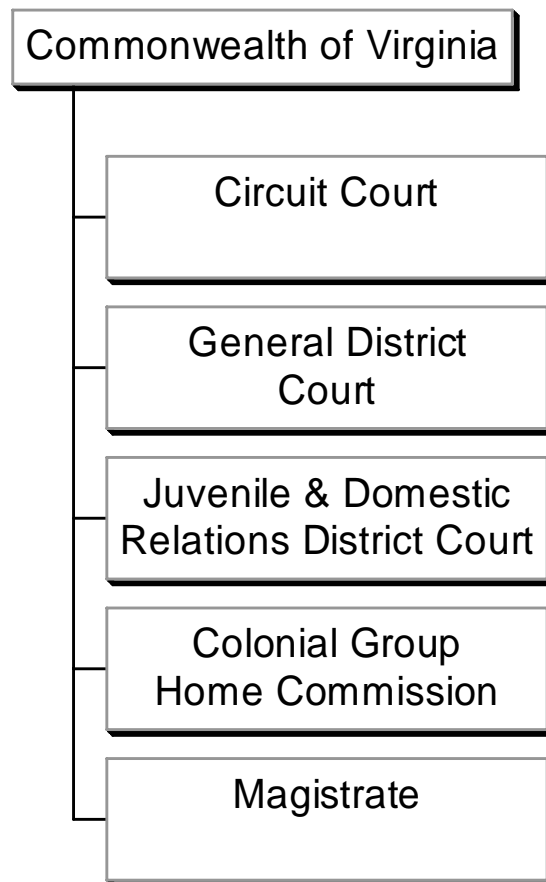
FTE's

Professional/Technical	0.50	-	0.50	0.50	0.50	0.50
Admin/Clerical	<u>0.25</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
Total	<u>0.75</u>	<u>0.50</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>



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Other Court - Related Judicial Services



Other Court - Related Judicial Services

This section encompasses an array of services, which includes the Circuit Court, General District Court, Juvenile & Domestic Relations District Court, Juvenile Services, and the Magistrate.

- **Circuit Court** - this is the court of record for York County and the City of Poquoson with jurisdiction of proceedings pursuant to Virginia Code § 17.1-513.
- **General District Court** - this court is responsible for the processing and management of traffic, criminal, and civil cases.
- **Juvenile & Domestic Relations District Court** - this court is responsible to protect the confidentiality and privacy of juveniles coming before the Court and in their commitment to rehabilitate those who come before the Court, in addition to protecting the public and holding juvenile offenders accountable for their actions. To adjudicate domestic/family violence, as well as Department of Social Services cases.
- **Colonial Group Home Commission** - consists of several programs whose goal is to provide community-based alternatives for youth referred by the 9th District Juvenile & Domestic Relations Court.
- **Magistrate** - judicial officers of the Commonwealth of Virginia whose function is to provide an independent, unbiased review of complaints brought to the office by police officers, sheriff's deputies, and citizens.

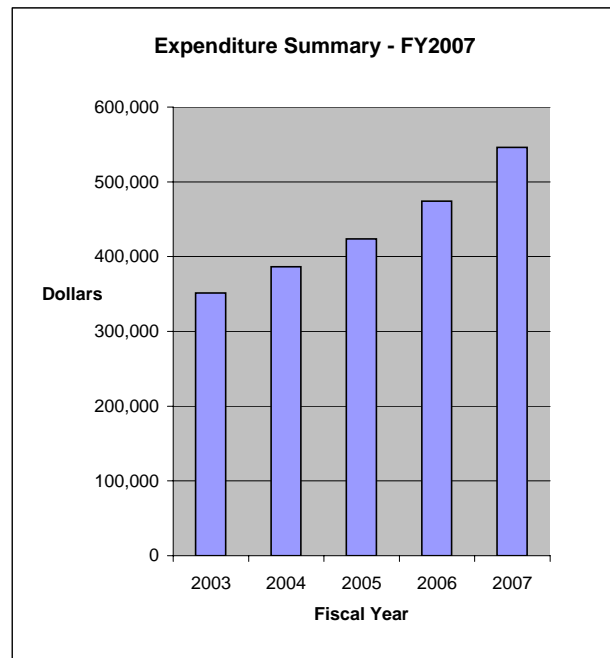
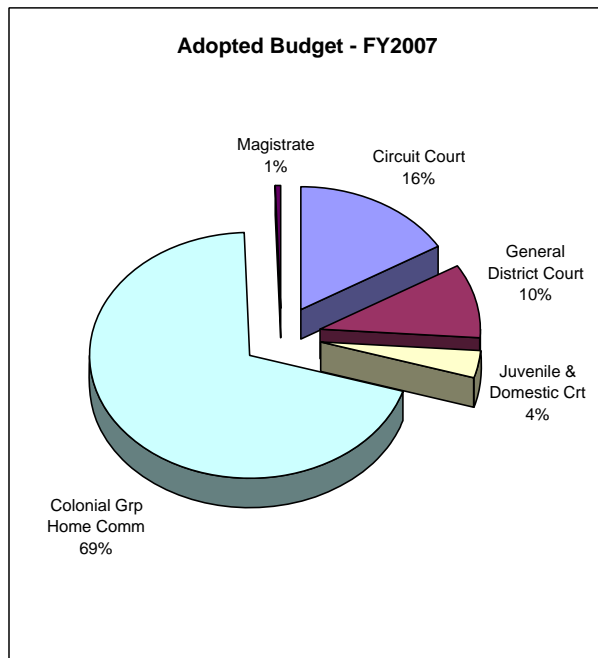
Other Court-Related Judicial Services

	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Original Budget	FY2006 Estimated Budget	FY2007 Adopted Budget	% Change Original 2006 / Adopted 2007
<u>Expenditure by Activity:</u>							
Circuit Court	49,430	65,075	71,536	81,062	81,062	90,182	11.25%
General District Court	28,282	32,289	32,517	49,835	49,835	52,250	4.85%
Juvenile & Domestic Crt	14,795	14,542	18,328	24,895	24,895	20,320	-18.38%
Colonial Grp Home Comm	258,316	272,178	301,065	314,245	314,245	380,184	20.98%
Magistrate	647	2,272	403	4,070	4,070	3,000	-26.29%
Total Expenditures	351,470	386,356	423,849	474,107	474,107	545,936	15.15%

<u>Expenditure By Category:</u>							
Personnel Services	36,537	54,064	60,262	66,767	66,767	75,887	13.66%
Contractual Services	28,637	36,289	33,170	45,160	45,160	46,545	3.07%
Internal Services	561	592	589	1,010	1,010	800	-20.79%
Other Charges	12,286	12,342	12,611	19,010	19,010	18,060	-5.00%
Materials & Supplies	10,274	10,891	10,340	22,215	22,215	16,960	-23.66%
Capital Outlay	4,859	-	5,812	5,700	5,700	7,500	31.58%
Contributions	258,316	272,178	301,065	314,245	314,245	380,184	20.98%
Total Expenditures	351,470	386,356	423,849	474,107	474,107	545,936	15.15%

% of Total FY2007
Funding Sources

<u>Funding Sources:</u>							
Local/State Non-Categorical	275,050	309,935	347,429	399,107	399,107	470,936	86.26%
State/Fed Grants	76,420	76,421	76,420	75,000	75,000	75,000	13.74%
Total Funding Sources	351,470	386,356	423,849	474,107	474,107	545,936	100.00%



Circuit Court

Mission:

The Circuit Court will maintain and improve the quality of justice for all county citizens, emphasize efficiency, effectiveness and fairness, and value and respect the individual.

Goals:

- To hear and decide promptly matters brought before the court, without bias or prejudice, remaining faithful to the law, and not be swayed by partisan interests, public clamor or fear of criticism.
- To require order, decorum, and civility in proceedings before the court.
- To require staff, court officials, and others subject to the court's control to refrain from bias or prejudice and employ courtesy and decorum in the performance of their duties.
- To exercise the power of appointment impartially and on the basis of merit.

Implementation Strategies for FY2007:

- As a judge of the Ninth Judicial Circuit, to work toward uniform local practices and procedures throughout the Circuit which includes Poquoson, Williamsburg, York, Charles City, James City, King William, King and Queen, Gloucester, Mathews, Middlesex, and New Kent Counties.
- Statistics provided by the Supreme Court of Virginia indicate that in 2004 (the most recent yearly figures available) in the York County Circuit Court, 625 civil cases were commenced and 671 concluded; 1280 criminal cases were commenced and 1221 concluded. Grand juries met six times; petit juries were impaneled 13 days. Included in the concluded civil cases: 290 divorces, 125 other equity cases, 52 petitions for individuals to change their names, 56 garnishments, and 6 petitions for guardians for incapacitated persons were granted. 294 concealed weapon permits were issued.

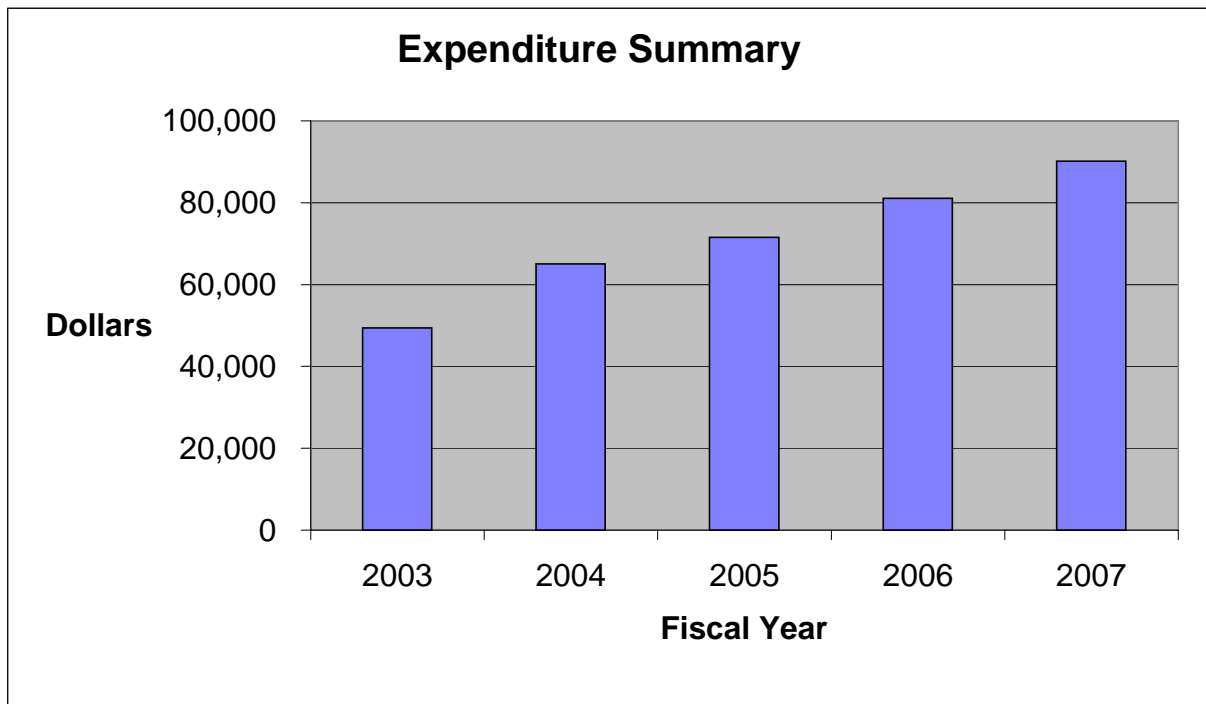
Budget Issues:

- In FY2003, capital outlay funding was provided for a replacement copier.
- In FY2006, there were no significant changes.
- For FY2007, funding reflects shifting funds from central store to office supplies for the purchase of paper.

General Fund Expenditures	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Original Budget	FY2006 Estimated Budget	FY2007 Adopted Budget
20211						
Circuit Court						
Personnel Services	36,537	54,064	60,262	66,767	66,767	75,887
Contractual Services	6,269	7,719	7,752	6,885	6,885	7,585
Internal Services	102	106	103	210	210	-
Other Charges	1,156	1,245	1,197	3,200	3,200	2,500
Materials & Supplies	2,819	1,941	2,222	4,000	4,000	4,210
Capital Outlay	<u>2,547</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Activity Total	<u>49,430</u>	<u>65,075</u>	<u>71,536</u>	<u>81,062</u>	<u>81,062</u>	<u>90,182</u>
Percentage Change	-6.85%	31.65%	9.93%	13.32%	N/A	11.25%

FTE's

Admin/Clerical	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>
Total	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>



General District Court

Mission:

The operations of the Court and its Clerk's office include record management, financial management, personnel management, and public relations. The Clerk's office issues various types of legal documents generated as part of the judicial process; maintains case papers for ten years; and responds to requests from outside agencies and the general public. The Clerk's office is fully automated allowing access to Court records through an on-site public access terminal and the Internet. The general duties of the Court staff have increased dramatically in the customer service field.

Goals:

- To accurately prepare and process all cases filed in the Court in a timely and efficient manner.
- To continue intensive employee training utilizing many different media to ultimately provide the best possible customer service to all Court users.
- To continue improvements to the General District Court Web Page and expand access to the Court.
- To investigate ways to meet the demands of pro se litigants and the general public regarding court procedures and court forms, specifically in the civil and small claims divisions.

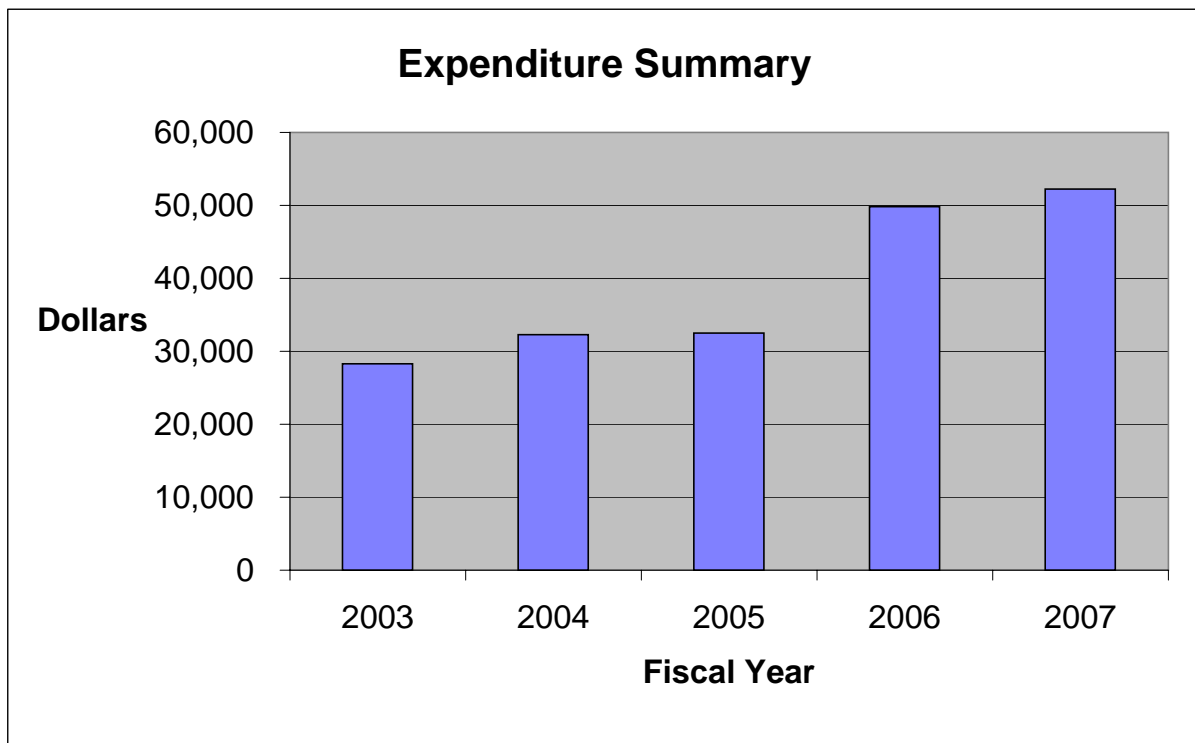
Implementation Strategies for FY2007:

- The Court is responsible for the processing and management of traffic, criminal and civil cases. The Criminal and Traffic Divisions process state law violations and local ordinance violations for the County and the City of Poquoson. The Clerk's office serves more than 115 law enforcement officers with the second largest caseload in the Ninth Judicial District.
- The General District Court has exclusive original jurisdiction over civil cases involving amounts of \$4,500.00 or less and concurrent jurisdiction with the Circuit Court in amounts between \$4,500.01 and \$15,000.
- A Small Claims Division established in 1999 involves pro se litigation and amounts not to exceed \$2,000. Demands in this area have prompted action to provide better customer service, "How To" instruction manuals for use in the Clerk's office by the general public and access to forms online will be available via the Supreme Court of Virginia's website.
- Investigate the possibility of enhancing the court staff training using the Learn2 University courses via the Internet and video conferencing offered by the National Center for State Courts and the Supreme Court of Virginia.

Budget Issues:

- In FY2002, funding was provided for the filing system and one workstation.
- In FY2003, funding decreased due to the completion of the filing system.
- In FY2006, increased funding was for court-appointed counsel fees that are reimbursed to the County and an upgrade to MS Office software.
- For FY2007, funding is for a copy machine.

General Fund Expenditures	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Original Budget	FY2006 Estimated Budget	FY2007 Adopted Budget
20212 General District Court						
Contractual Services	15,557	21,708	18,673	29,500	29,500	29,600
Internal Services	54	54	-	200	200	200
Other Charges	7,810	6,209	8,222	9,800	9,800	9,800
Materials & Supplies	4,861	4,318	5,622	10,335	10,335	6,150
Capital Outlay	-	-	-	-	-	6,500
Activity Total	<u>28,282</u>	<u>32,289</u>	<u>32,517</u>	<u>49,835</u>	<u>49,835</u>	<u>52,250</u>
Percentage Change	-22.17%	14.17%	0.71%	53.26%	N/A	4.85%



Juvenile & Domestic Relations District Court

Mission:

Juvenile and Domestic Relations District Courts differ from other courts in their duty to protect the confidentiality and privacy of juveniles coming before the Court and in their commitment to rehabilitate those who come before the Court, in addition to protecting the public, and holding juvenile offenders accountable for their actions. This Court handles cases involving:

- Delinquents and juveniles accused of traffic violations,
- Children in need of services and supervision and children who have been subjected to abuse or neglect,
- Family or household members who have been subjected to abuse,
- Adults accused of child abuse or neglect, or of offenses against members of their own family (juvenile or adult),
- Adults involved in disputes concerning the support, visitation, parentage, or custody of a child,
- Abandonment of children and foster care and entrustment agreements,
- Court-ordered rehabilitation services, and
- Court consent for certain medical treatments.

Goals:

- To process all case papers in an accurate and timely manner, keep Court records and provide information to the people involved in a case, to the extent permitted by law.
- To work with and assist all law enforcement agencies, as well as other agencies, in the effective flow of all cases before the Court.
- To process money received and transmit to the proper authority.
- To maintain effective and time-efficient scheduling practices.

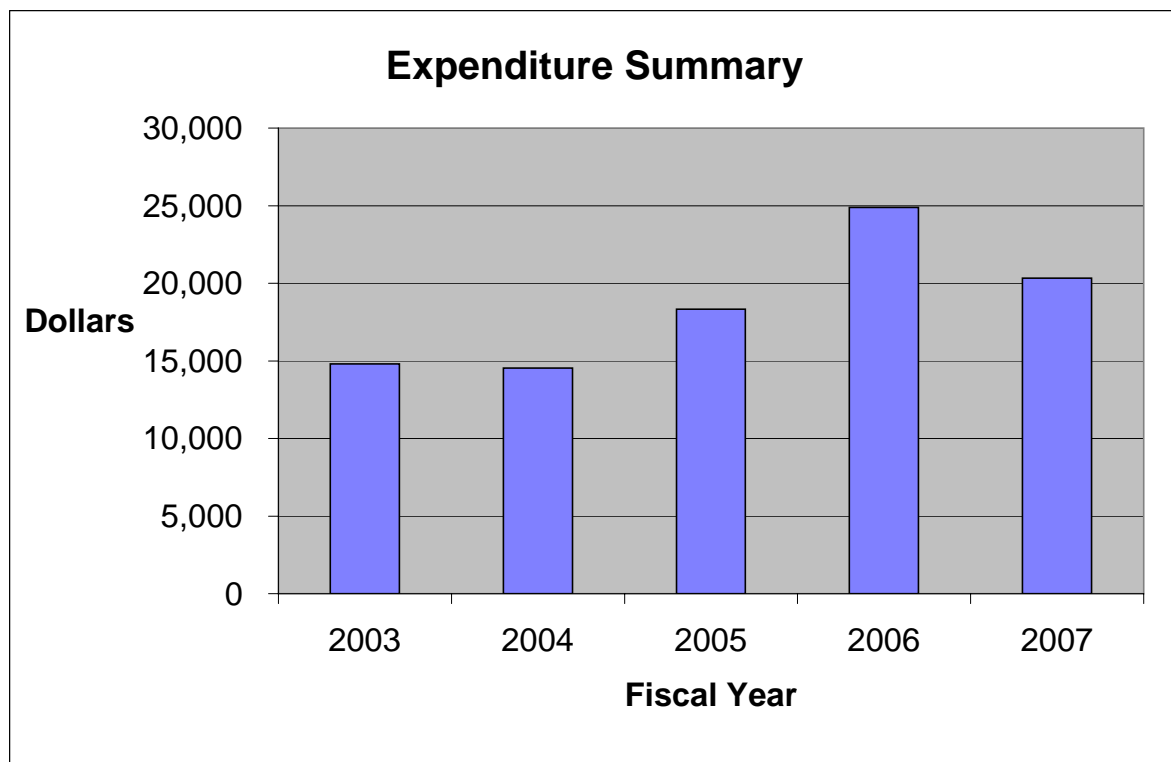
Implementation Strategies for FY2007

- To improve its services to the community.
- To plan for the projected growth of the County, to include population, commercialism and tourism, and its effect on the Court system.
- The Clerk's office staff will be completing extensive training on legal advice guidelines as well as additional computer training.

Budget Issues:

- In FY2003, funding decreased due to the completion of the first phase of the filing system.
- In FY2005, additional funding was to replace a copier.
- In FY2006, increased funding was for an upgrade to MS Office software and expansion of the second phase of the filing system.
- For FY2007, funding is for minor furnishings.

General Fund Expenditures	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Original Budget	FY2006 Estimated Budget	FY2007 Adopted Budget
20213 Juvenile & Domestic Relations District Court						
Contractual Services	6,811	6,862	6,745	8,775	8,775	9,360
Internal Services	405	432	486	600	600	600
Other Charges	2,756	4,357	2,613	4,710	4,710	4,460
Materials & Supplies	2,511	2,891	2,672	5,110	5,110	5,900
Capital Outlay	<u>2,312</u>	<u>-</u>	<u>5,812</u>	<u>5,700</u>	<u>5,700</u>	<u>-</u>
Activity Total	<u>14,795</u>	<u>14,542</u>	<u>18,328</u>	<u>24,895</u>	<u>24,895</u>	<u>20,320</u>
Percentage Change	-8.38%	-1.71%	26.03%	35.83%	N/A	-18.38%



Colonial Group Home Commission Juvenile Services Division

Mission:

The York County Division of Juvenile Services consists of several programs whose goal is to provide community based alternatives for youth referred by the 9th District Juvenile and Domestic Relations Court. The Colonial Group Home Commission administers these programs with member jurisdictions from City of Williamsburg and the Counties of York, Gloucester, and James City. York County is the managing jurisdiction for these programs.

Goals:

- To strengthen all existing programs by offering an enhanced level of therapeutic services.
- To continue to review all discretionary grants and funding opportunities that will allow us to provide fundamental and essential juvenile services in all Commission localities.
- To plan for the ultimate assumption of existing grant services, while at the same time limiting the amount of local revenue needed to do so.
- To work closer with all community based agencies that provide services to adolescents in an attempt to provide a true local continuum of services.

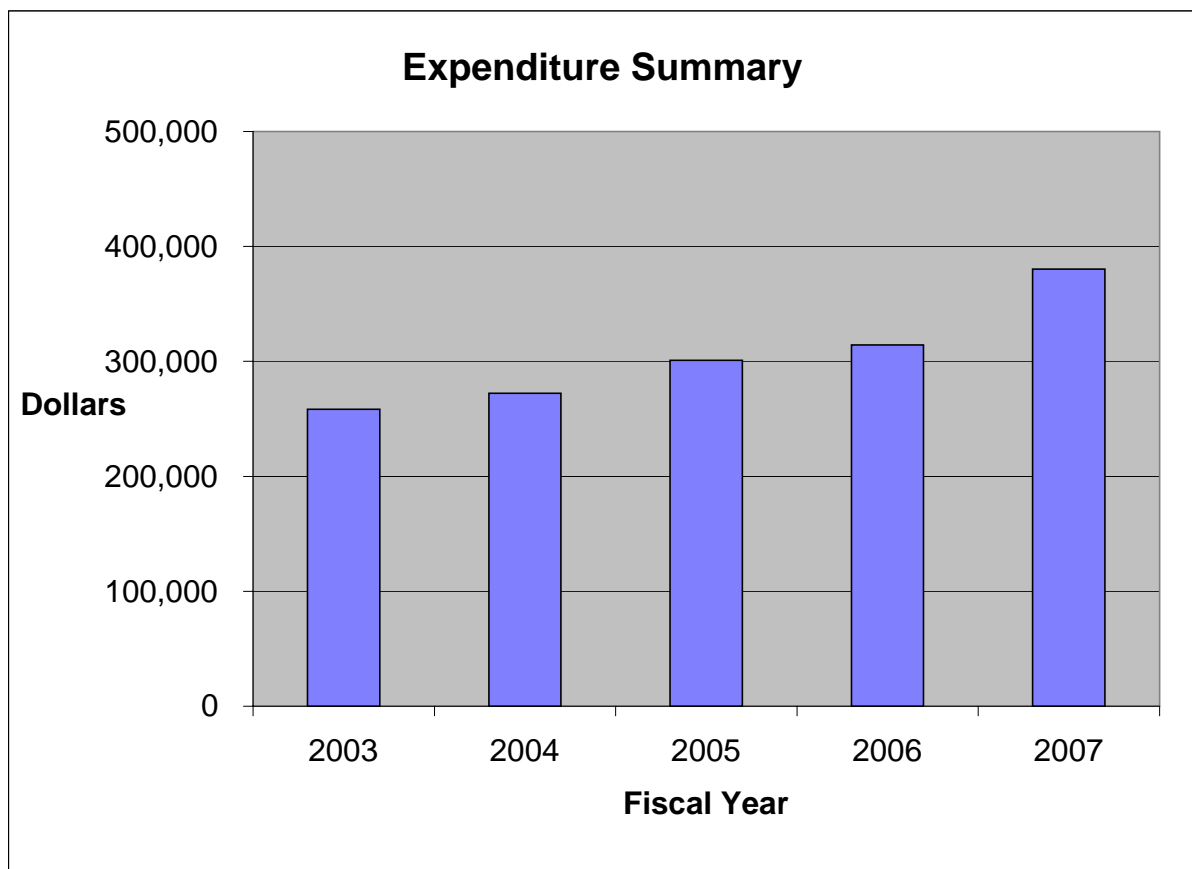
Implementation Strategies for FY2007:

- *Crossroads Community Youth Home* - group home that offers a structured, homelike environment for teenage boys who are having adjustment problems at home, in school, or in the community.
- *Project Insight* - community service work program that provides the opportunity for young people to perform public service work in lieu of other traditional sanctions.
- *Community Supervision* - program designed to provide home-based family-centered intervention for juvenile delinquents that are at risk of being placed out of their home and community.
- *Outreach Detention* - program provides intensive supervision to adolescents who might otherwise be held in a detention facility while awaiting adjudication and/or disposition by the judge.
- *Electronic Monitoring* - program is an appendage to the outreach program, adding an electronic house arrest feature.
- *Psychological Services* – program provides therapeutic and Substance Abuse interventions such as assessment and diagnosis, counseling and case management, and education and training to youth and families.
- *Family Functional Therapy* – short-term family-based prevention and intervention program utilizing a multi-systemic approach targeting youth aged 11-14 that have been adjudicated by Juvenile Court.

Budget Issues:

- In FY2004, the funding provided for this program reflected a 51% reduction or \$79,024 in state pass-through funding and a 7.62% increase or \$13,862 in local support.
- In FY2006, the local match increase was due to the rising costs of programs.
- For FY2007, the local match increase is due to the rising costs of the programs.

General Fund Expenditures	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Original Budget	FY2006 Estimated Budget	FY2007 Adopted Budget
20216 Colonial Group Home Commission						
Contributions	<u>258,316</u>	<u>272,178</u>	<u>301,065</u>	<u>314,245</u>	<u>314,245</u>	<u>380,184</u>
Activity Total	<u>258,316</u>	<u>272,178</u>	<u>301,065</u>	<u>314,245</u>	<u>314,245</u>	<u>380,184</u>
Percentage Change	-22.28%	5.37%	10.61%	4.38%	N/A	20.98%



Magistrate

Mission:

Magistrates are judicial officers of the Commonwealth of Virginia whose function is to provide an independent, unbiased review of complaints brought to the office by police officers, sheriff's deputies, and citizens. They are specially trained to issue search warrants, temporary detention orders, subpoenas, arrest warrants, summonses, setting bail, and committing persons to jail.

Goals:

- Provide magistrate services in a timely manner to all persons who require them.
- Effectively utilize all communications and technical resources to improve the delivery of magistrate services.

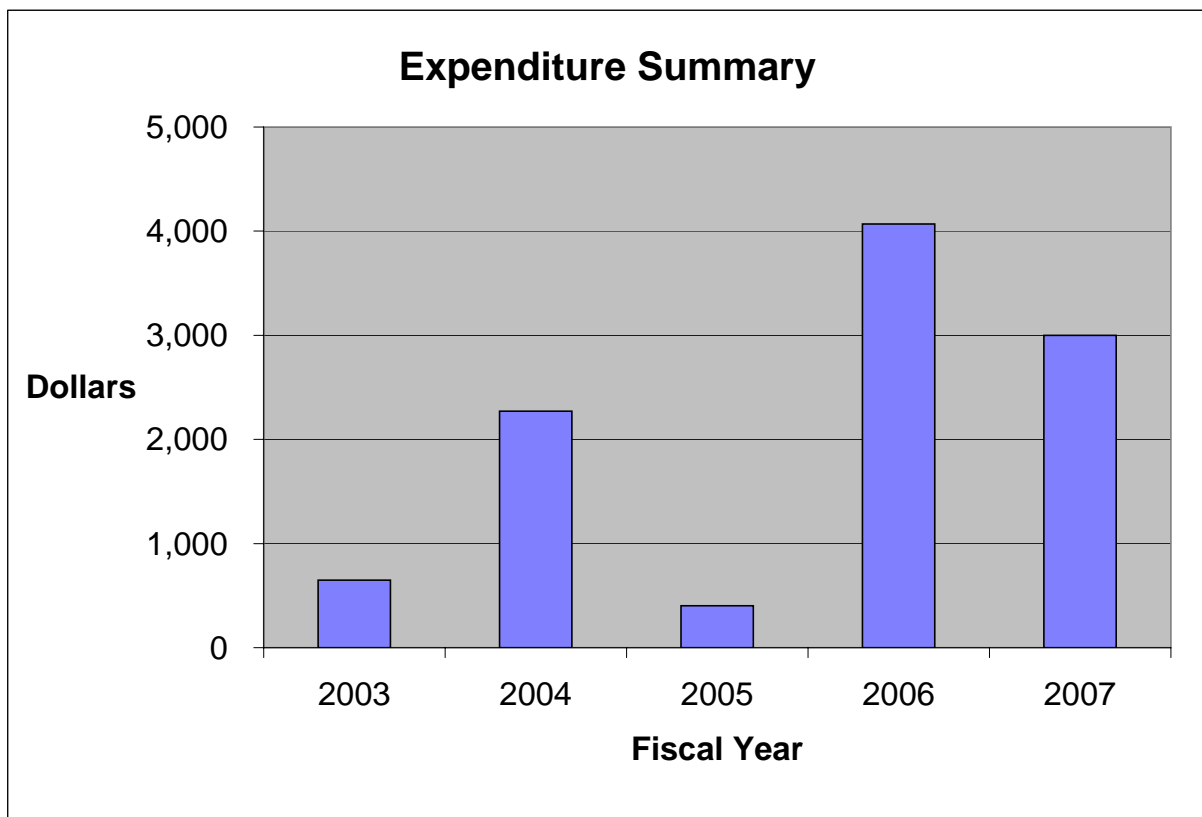
Implementation Strategies for FY2007:

- Continue and expand video conferencing equipment and train magistrates in its use.
- Continue to seek new and improved methods of delivering magistrate services.
- Provide services 24 hours a day, 365 days a year.
- Trends indicate continued increases in the number of cases presented.

Budget Issues:

- In FY2005, funding was to replace a desk and chair.
- In FY2006, funding was for supplies and an upgrade to MS Office software.
- For FY2007, there are no significant changes.

General Fund Expenditures	FY2003 Actual Expenditures	FY2004 Actual Expenditures	FY2005 Actual Expenditures	FY2006 Original Budget	FY2006 Estimated Budget	FY2007 Adopted Budget
20217 Magistrate						
Other Charges	564	531	579	1,300	1,300	1,300
Materials & Supplies	83	1,741	(176)	2,770	2,770	700
Capital Outlay	-	-	-	-	-	1,000
Activity Total	647	2,272	403	4,070	4,070	3,000
Percentage Change	18.28%	251.16%	-82.26%	909.93%	N/A	-26.29%



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